



December 7, 2004

MUNI # 20020
ED LEONARD, CLERK
TOWN OF FOREST
W2170 WALNUT RD
MOUNT CALVARY, WI 53057

Dear Municipal Official:

We have reviewed your ordinance for the municipal adoption of the Uniform Dwelling Code (UDC) and found it acceptable. You may begin enforcing the UDC per its administration and enforcement requirements of Ch. Comm 20, for all new one- and two-family dwellings as well as new alterations and additions to dwellings originally built since June 1, 1980. Note that all inspections must be performed by properly certified inspectors.

However, your ordinance might be clearer if you had a section that specifically stated that a permit is required for all new dwellings, as well as for additions and alterations to dwellings originally built since June 1, 1980 that have a value over (some dollar amount) or that affect (some percentage of the area) of the original dwelling. With these permitting limits for additions and alterations specified, you would remove any confusion over whether a permit and inspections are required for very small remodeling projects.

Enclosed is an order form for purchasing forms and UDC seals, one of which must be assigned to each new dwelling. (Please note your municipality number above when completing the order form.) The yellow copy of the building permit application, on which the seal number is indicated, must be forwarded to us within 30 days of issuance.

Feel free to contact me if you have any questions.

Sincerely,

Duane Hubeler
UDC Consultant
Tel. (608)266-1390

ENCL.